



Minnesota Department of Education

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M E M O R A N D U M

TO: Special Education Directors
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Norena A. Hale
NAB

State Transition Interagency Committee

DATE: September 8, 1987

RE: New Legislation: Community Transition Interagency Committees

This spring, the State Legislature passed a new statute to establish Community Transition Interagency Committees in Minnesota. The purpose of these committees is to provide transition planning between agencies to improve services for youth and adults with disabilities at the local level. We are very excited about the opportunity for communities to assess, plan, implement changes and evaluate services for persons as they exit secondary special education to live and work in the community.

We know many of you have also had success with the Early Learning Committees. We see common planning concerns and share a long range goal of perhaps merging these groups to focus on needs of persons with disabilities, of all ages, at the community level. This information packet includes:

- A summary of the legislation
A handout is provided that includes the statute to establish Community Transition Interagency Committees and a shortened summary brochure.
- Recommended committee members and characteristics of a team
This lists members of the committee as outlined in statute. Also, characteristics of a team are offered as guidelines as you assemble your group.
- A sample letter
A letter to invite other agency personnel and community members to an initial meeting is included for your convenience. It is expected that districts/cooperatives will initiate a meeting by December 1, 1987.
- Tasks and outcomes of Community Transition Interagency Committees
As outlined in statute, the committee will elect a chair, meet regularly, assess local needs, plan and implement changes and evaluate progress. According to legislation, by

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September 1, 1988 and each following year, Committees must submit a short summary of members, meetings, activities and progress to date. Tasks and outcomes are listed on a handout for use with meetings, correspondence, presentations, etc.

- Technical assistance
Several resources will be available to you for technical assistance as the Community Transition Interagency Committees are established. This list includes members of the State Transition Interagency Committee (STIC), and other resource people and groups. The Minnesota Department of Education is also arranging for a full-time person at the University Affiliated Program to provide training, operational and resource materials, team activity ideas, "network" newsletters and other direct technical assistance to implement this legislation.
- A "post-card" survey for existing committees
For those special education districts/cooperatives that have existing local Transition Interagency Committees, a short survey is enclosed. We recognize that many of you have exciting activities underway. Please return surveys by September 21, 1987, so survey information can be compiled and distributed at the Fall Director's Conference. For other interested persons, this is the kind of data and information we will collect on an ongoing basis.

All agencies involved with the transition from school to work and community that are listed in statute, will receive this packet of information and expect to be contacted soon. It is expected that districts/cooperatives will:

1. Initiate a meeting to establish a Community Transition Interagency Committee by December 1, 1987
2. Elect a chair
3. Establish a meeting schedule
4. Assess local needs
5. Plan and implement changes
6. Evaluate progress in a short report due September 1, 1988

Additional information will be available at the Fall Director's Conference. We wish you much success with this activity and look forward to seeing the outcomes of improved transition services to individuals with disabilities.

cc: Secondary Vocational Education
Department of Human Services
Division of Mental Retardation
Department of Jobs and Training
Job Training Partnership Act
Division of Rehabilitation Services
State Services for the Blind
Parent Advocacy Coalition of
Educational Rights (PACER) State
Board of Vocational Technical
Education State Community College
System State Planning Agency
Governor's Council on Developmental Disabilities
Superintendents (letter only)